

## **Welcome to the City of Hampton Development Services Center**

We appreciate you giving us an opportunity to serve your needs and pledge to help you navigate the system of federal, state, and local laws which guide our efforts to protect the general health, safety and welfare of all.

Here in the Development Service Center (DSC) our primary role is to review all construction plans, subdivision plans, and site plans. It is our responsibility to ensure these plans meet required legal standards. Also, we are responsible for issuing building, planning, mechanical, and electrical permits as well as processing Chesapeake Bay Preservation District applications.

Our helpful and knowledgeable permit technicians welcome you at the counter as you enter the Center on the third floor of Hampton City Hall. These trained and experienced members of the DSC team will talk with you, gain an understanding of what you are trying to do and get you started in the right direction from the beginning.

We understand the value of your time and will work as quickly as we are able to get you what you need and on your way!

Of course, many projects, other than the most basic, ones require comprehensive review and comment by our subject matter experts. They require adequate review time to guarantee compliance with all regulations. The DSC maintains high standards for its staff relative to the quality and speed of permit review.

We pledge you courteous service from a caring, knowledgeable staff every time you visit us.

We know sometimes things do not go well despite our best efforts. If you encounter a problem and you believe you could benefit from additional assistance, let us know by calling our front desk (728-2444).

Again, we welcome you and appreciate having you in Hampton.

Plan review time maximums are as follows:

<b>City</b>	<b>Zoning Review</b>	<b>Commercial Plans Review</b>	<b>Residential Plans Review</b>	<b>Site Plans</b>	<b>Subdivisions</b>
Hampton	2 calendar days	24 calendar days	7 calendar days	30 calendar days, allowed 60 calendar days by State law	30 calendar days, allowed 60 days by State law